

Agenda for DHT Executive Committee Meeting August 29, 2002
10 a.m. at DHT Headquarters

Minutes

Treasurer's Report

- \$700,000 from Miami-Dade County received and deposited in separate account
- Conservation Easement donation of \$20,000 received from David Swetland—should thank Tom Matkov for pro bono legal help
- Fee of \$2000 from David Swetland for DHT to write and submit National Register nomination for Munroe Cottage
- \$2478 in Miami's Historic Neighborhoods books sold
- \$13,500 in insurance settlement—should thank Drew Moss of Kutner, Rubinoff for pro bono legal help

National Trust Local Partner

Have submitted application to be a certified Local Partner, making us eligible for special grants

Meeting on Monday, Sept. 9 at 2 p.m. at DHT with National Trust reps about partnering on revolving fund for Miami

Old Miami High Bungalow

—Sept. 11 City Commission meeting—we need to lobby City Commissioners for approval of agreement to transfer title from Kevin Reilly, developer, to City, and for City to confirm \$250,000 appropriation—so resolution can be faxed to Bureau of Historic Preservation so we will not be disqualified from grant review

Should thank Rafael Penalver and Rich Heisenbottle for pro bono legal and architectural services

Need to lobby in Tallahassee during Preservation Council meeting Sept. 17-19 for \$300,000 grant for Old Miami High

Hampton House

Need to support efforts of Historic Hampton House Community Trust to have County acquire property and turn over to them for development as hotel/lounge/museum—County Commission meeting Thursday Sept. 12 at 9:30 a.m. at Stephen Clark Center

Endangered Sites Press Release

Press Conference---if can tie into a news hook—or else distribute in advance of City and County Commission meetings—get Herald interested and others follow

Preservation Today

Have sent to Tallahassee for approval—need to make additions and revisions to please grants administrator at Bureau of Historic Preservation—should be printed in a few weeks

Dade Heritage Days

Mailing American Express grant request for \$20,000 today

Thanks to George Neary, Tony Goldman has agreed to serve on Honorary Committee

Have asked for appointment with Angela Gittens to be Honorary Chairman

Meeting with Cathy Coates to work on corporate membership and sponsorship letters and lists

Need chairman of Aviation Kickoff Event--????---Frans Boetes???

Future Planning

Fall Membership Meeting/Lecture?—where and when?

Holiday Party for Membership—where and when?

Ideas for future Board meetings?

Next DHT Board Meeting: Wednesday, September 11, 5:30 p.m., Villa Woodbine
(thanks to George Neary!)

Annual Review of Staff

**Minutes of the July 9, 2002 DHT Executive Committee Meeting
Dade Heritage Trust Headquarters**

In attendance: Bill Murphy, Rich Heisenbottle, Walter Alvarez, Blanca Mesa, George Neary
Judy Pruitt, Becky Matkov. Absent: Jeanette Poole

Budget and Treasurer's Report:

The Treasurer's Report was presented by Walter Alvarez.

Mr. Alvarez said that grants need to be increased and additional grants need to be secured.

Richard Heisenbottle suggested that DHT could pursue funding from the Knight Foundation. He added that the National Trust will conduct a redevelopment study of the City of Miami Historic Neighborhoods and suggested that DHT could become a partner in potential development projects.

There was a discussion of DHT staff salaries and budget adjustments which centered around which employees would need salary increases as part of their annual reviews. There was also a discussion of an employment package for the Executive Director.

Becky Matkov states that the budget includes a \$20,000 item for repairs and maintenance of DHT headquarters.

George Neary made a motion to approve the budget, seconded by Penny Lambeth. The budget was approved unanimously.

Staff reviews will be presented at the August Executive Committee meeting.

Becky Matkov said a letter was sent to developer Jorge Perez asking for a \$200,000 donation for the DHT capital improvement fund. DHT also needs to lobby to have development money now allocated for the City of Miami Affordable Housing Trust Fund be given for preservation when a project impacts historic resources.

A discussion followed on the prospect of DHT proposing an ordinance that developers should have an opportunity to help historic properties with financial contributions. This could be accomplished in one of two ways:

- 1) A one-time donation for maintenance of the Jackson House
- 2) A donation to a revolving fund to be used for any preservation project.

Becky Matkov agreed to set up a meeting with Miami City Commissioner Johnny Winton. It was suggested that land use attorney Lucia Dougherty also attend.

Becky Matkov will also meet with Ivan Rodriguez of the Miami-Dade County Historic Preservation Office to see if the Revolving Trust money distribution can be moved further along.

There followed a discussion on conservation easements.

1. Munroe Cottage: Debbie will take photos for documentation
2. Firehouse Four: Alteration is requested by the new owners. The issue will be going before the City of Miami HEP Board on July 16, 2002. Rich Heisenbottle suggested getting the plans so DHT can do an internal review. Becky Matkov agreed to send a letter to architect Thorn Grafton.

Becky Matkov will ask Debbie to develop a draft of the conservation easement process and DHT's monitoring responsibilities.

Old Miami High:

Rich Heisenbottle had a meeting with Al Ruder and a representative from the Miami legal department and Rafael Penalver to discuss having the Allen Morris Company donate the Old Miami High building directly to the City of Miami, which would still enable the Allen Morris Company to derive tax benefits from the donation.

The Bill of Sale that transfers the property from the Allen Morris Company to the City of Miami was distributed for review. Richard Heisenbottle said he would try to get the item on the City of Miami agenda for the end of July.

The City Attorney has drafted a Resolution that the City will donate \$250,000 towards the relocation of the Old Miami High building to a City of Miami park. The issue remaining is whether the City of Miami will accept the Resolution. If Allen Morris doesn't accept, the alternative would be to transfer ownership to DHT and then DHT would transfer the property to the City of Miami.

George Neary suggested that all donors to Miami High be contacted and asked to join DHT.

A discussion followed on Dade Heritage Days and the Aviation theme. It was announced that the Wings over Miami exhibit would open soon at Tamiami Airport.

The Endangered Sites List was discussed. Suggestions are being compiled for future Board consideration.

Fundraising Ideas: Dolly MacIntyre has proposed holding a Telethon. Becky Matkov agreed to follow up to set a date. George Neary suggested that Becky Matkov write a letter to the Miami Convention and Visitor's Bureau to see if their offices can be used for the Telethon.

A discussion followed on Dade Heritage Days. A suggestion was made that a business lunch be scheduled with a guest speaker who is prominent in the community, such as the Secretary of Transportation, FAA representative, Astronaut John Glenn or MIA Director Angela Gittens. Dade Heritage Days can also be tied in with the 75th Anniversary of MIA. George Neary will also speak with Tony Goldman, Aviation Committee Chair for the Greater Miami Chamber of Commerce.

There was an announcement that the "Wings Over Miami" exhibit will soon open at the Tamiami Airport.

The meeting was then adjourned.

Submitted by Blanca Mesa, Secretary

**Dade Heritage Trust Funds Secured by Executive Director for
Fiscal Year 2001-2002**

\$10,000---State Historic Preservation grant for Endangered Sites magazine publication

\$30,000—Miami-Dade Cultural Affairs grant for Dade Heritage Days

\$15,000—American Express grant for Dade Heritage Days

\$10,000—Leigh Foundation grant for Dade Heritage Days

\$15,000—The Goldsmith Family Foundation grant for Dade Heritage Days

\$10,000—Peacock Foundation, Inc., for Dade Heritage Days

\$1,000—Mellon Bank underwriting for Preservation Awards at Biltmore

\$2,000---Donation of Editor's Fee paid by Historical Publishing Network for **Miami's Historic Neighborhoods** (Last installment of \$15,000 for Becky to edit book—all of which Becky donated to Dade Heritage Trust)

\$43,959—**Miami's Historic Neighborhoods** book sales

\$3,900—Villager donation to pay for new DHT air conditioning system; another \$2000 has been promised to pay for ceiling repair

\$139,859

PLUS:

\$37,000—Cultural Affairs Grant for Dade Heritage Days 2003 (already awarded; to be paid in fall)

\$2000—August 3, 2002—Fee Secured from David Swetland for DHT to prepare National Register nomination

\$20,000—Conservation Easement Donation from David Swetland (to be paid at signing of easement)

\$700,000—Preservation Revolving Fund money from Miami-Dade County (Being mailed within week)

PLUS, SUBMITTED AND PENDING:

\$300,000 State Historic Preservation Special Category Grant Request for Old Miami High Bungalow, with DHT to receive \$30,000 in administrative fees

COMMUNITY OUTREACH AND PUBLIC RELATIONS:

Planned, edited, secured photos and published *Preservation Today* issue on Heritage Tourism

Planned, edited, secured photos and will soon publish *Preservation Today* issue on Endangered Historic Sites

Alerted media and dealt with newspaper and TV reporters when Dr. Jackson's House was demolished and in follow-up stories over the last year

Handled advertising and media relations for Dade Heritage Days

Participated in Dade Heritage Days events almost every weekend for two months

Worked with City and Miami High Alums and dealt with media on stories about Old Miami High Bungalow over the last year

Met with good friend Katy Sorenson for Preservation Revolving Fund allocation

Met with good friend Johnny Winton for numerous historic preservation issues

Increased visibility and recognition of Dade Heritage Trust by City Commissioners through individual meetings and public presentations

Represented Dade Heritage Trust on the State's Miami Circle Planning Committee

Spoke about Dade Heritage Trust and preservation issues at many civic clubs

ADMINISTRATIVE

Secured donation of El Jardin for Fall 2001 DHT membership meeting

Secured home of Rafael Penalver for DHT Holiday Party and handled logistics

Dealt with emergency repairs and insurance issues relating to Dr. Jackson's Office

Facilitated handling of legal issues dealing with Brickell Park suit

Dealt with legal issues relating to Old Miami High

Handled preparation of awards and logistics of Annual Preservation Awards and secured donation of auditorium and underwriting of refreshments from Biltmore

Kept in contact with Debbie Tackett over last two years and hired her as assistant director



Northern Trust

595 BILTMORE WAY,
CORAL GABLES, FLORIDA 33134

Statement of Account

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STATEMENT CLOSING DATE
JULY 31, 2002

PLEASE REFER INQUIRIES TO:
CHRISTINA LUNSFORD
1-305-529-7700

32 ITEMS ENCLOSED

DADE HERITAGE, ++A++ TRUST
190 SE 12 TER
MIAMI FL 33131-3204

COMBINED STATEMENT

SUMMARY OF ACCOUNTS

<u>TYPE OF ACCOUNT</u>	<u>ACCOUNT #</u>	<u>ENDING BALANCE</u>
BUSINESS ANCHOR CHECKING	1240001367	20,000.00
ANCHOR INVESTMENT**	902553676	31,060.92
	COMBINED BALANCE	51,060.92

ANCHOR INVESTMENT 902553676

MUTUAL FUND PORTFOLIO POSITION

NORTHERN FUND:
NUMBER OF SHARES
SHARE PRICE
MARKET VALUE
ANNUAL YIELD TO MKT
DIVIDEND INCOME

NORTHERN MONEY MARKET FUND
31,060.920
1.000
31,060.92
1.50
57.10

** An Investment in Northern Funds is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other governmental agency. Although the money market funds seek to preserve the value of your investment at \$1.00 per share, it is possible to lose money by investing in the Funds.

Shares of Northern Funds are distributed by Northern Funds Distributors, LLC, an independent third party.

NOT FDIC-INSURED	May lose value	No bank guarantee
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Income	Actual Month July/02	Actual 12 Months YTD	Annual Budget 07/02-06/03	Actual Last Yr.
3000 Grants			159,000.00	75,000.00
3100 Membership Dues	2,095.00	2,095.00	16,000.00	33,000.00
3200 Donations			10,000.00	40,500.00
3300 Administration Fees			4,300.00	2,000.00
3350 Advertising Income			6,000.00	10,000.00
3400 "MHN" Publication Sales	116.40	116.40	10,000.00	20,000.00
3450 Merchandise Sales			100.00	2,000.00
3500 Meeting/Event Income	80.00	80.00	15,000.00	30,000.00
3510 Tour Income			10,000.00	10,000.00
3550 Sponsorships			10,000.00	25,000.00
3600 Other Income				4,000.00
3601 Author's Fees				
3900 Interest Income(Bank)				1,500.00
3901 Investment/ Dividend Income	57.10	57.10	600.00	
4006 Revolving Fund Administration Fee			35,000.00	
3999 Reimbursement Expenses				
4000 Brickell Park Legal Defense Fund				
4001 Credit card sales/Villagers				
4002 Endowment Fund				
4004 Save Old Miami High	830.00	830.00		
4005 Hampton House				
Total Income	3,178.50	3,178.50	266,000.00	253,000.00

EXPEN	Actual Month July/02	Actual 12 Month YTD	Annual Budget 7/02-6/03	Actual Last Year
5000-SALARY EXPENSES	6,811.60	6,811.60	103,000.00	63,104.62
5115- MEETING/EVENT/ CATERING	251.84	251.84	3,000.00	2,404.04
5120-MERCHANDISE PURCHASE			1,000.00	867.12
5200-PRINTING/DESIGN			2,500.00	2,388.00
5300-REPAIR & MAINTENANCE	265.19	265.19	3,000.00	1,083.93
5400-LICENSES & PERMITS			1,500.00	1,115.65
5450-WASTE REMOVAL	401.40	401.40	900.00	351.47
5500-CONTRACT SERVICES			2,500.00	1,090.00
5600-UTILITIES	228.86	228.86	3,500.00	3,191.32
5700-INSURANCE	1,150.00	1,150.00	10,000.00	7,459.87
5710-ACCOUNTANT FEES			4,000.00	3,500.00
5750-PROFESSIONAL/LEGAL FEES	154.47	154.47	3,500.00	4,689.25
5800-ADVERTISING & PROMOTION			18,000.00	13,960.51
5810-PRINTING	535.93	535.93	23,000.00	21,615.89
5820-AWARDS/PRIZE & GIFTS			2,000.00	1,576.67
5830-SPECIAL & FUNDRAISING EVENTS- EXPENSES/SPKRS			8,000.00	7,584.62
5840-SEMINARS/CONFERENCES/MTGS.	485.00	485.00	3,000.00	755.00
5850-PHOTOGRAPHY/SIGNS & BANNERS	307.42	307.42	4,600.00	4,503.84
5990-MISC.LICENSING & TAX			100.00	41.40
5999-MISC. EXPENSES			500.00	0.00

6010-PAYROLL TAXES	<u>711.66</u>	<u>711.66</u>	<u>20,000.00</u>	<u>11,234.68</u>
6015-MEDICAL INSURANCE	<u>500.00</u>	<u>500.00</u>	<u>6,000.00</u>	<u>3,050.00</u>
6200-VEHICLE EXPENSE	<u>21.00</u>	<u>21.00</u>	<u>650.00</u>	<u>19.60</u>
6300-PAYROLL PROCESSING SERVICE	<u>222.81</u>	<u>222.81</u>	<u>1,200.00</u>	<u>1,064.05</u>
6310-OFFICE SUPPLIES	<u>161.25</u>	<u>161.25</u>	<u>2,300.00</u>	<u>2,084.61</u>
6320-TELEPHONE	<u>396.55</u>	<u>396.55</u>	<u>3,700.00</u>	<u>3,640.16</u>
6330-DUES & SUBSCRIPTIONS	<u>24.00</u>	<u>24.00</u>	<u>2,200.00</u>	<u>2,182.40</u>
6340-MTG/EVENTS EQUIPMENT RENTAL	<u>68.93</u>	<u>68.93</u>	<u>3,100.00</u>	<u>3,021.28</u>
6500-BANK CHARGES	<u>27.50</u>	<u>27.50</u>	<u>200.00</u>	<u>155.00</u>
6510-BOOKS, MAGAZINES & PUBLICATIONS	<u>21.80</u>	<u>21.80</u>	<u>500.00</u>	<u>233.01</u>
6520-CREDIT CARD SALES			<u>1,250.00</u>	<u>254.70</u>
6521-CREDIT CARD DISCOUNT FEE-MEMBERSHIP	<u>1.66</u>	<u>1.66</u>	<u>250.00</u>	<u>136.72</u>
6600-RENT				<u>4.28</u>
6610-EQUIPMENT-LEASE & MAINTENANCE	<u>235.00</u>	<u>235.00</u>	<u>4,400.00</u>	<u>4,410.84</u>
6710-VEHICLE INSURANCE	<u>50.00</u>	<u>50.00</u>	<u>200.00</u>	<u>578.00</u>
6810-POSTAGE	<u>118.00</u>	<u>118.00</u>	<u>3,500.00</u>	<u>3,572.41</u>
6830-TRAVEL(TRANSPORTATION & LODGING)			<u>2,500.00</u>	<u>2,120.08</u>
6840-ALARM MONITORING	<u>209.00</u>	<u>209.00</u>	<u>450.00</u>	<u>328.00</u>
6930-EQUIPMENT PURCHASES			<u>3,000.00</u>	<u>315.93</u>
6931-DOWNTOWN MIAMI MAIN STREET PROGRAM				<u>16,000.00</u>

6932-Knight Foundation Video			<u>237,500.00</u>
6933- Reimbursement	<u>13.00</u>	<u>13.00</u>	<u>475.00</u>
6935-City Cemetery			<u>960.00</u>
6936-Credit Card sales/Villagers			<u>6,042.98</u>
TOTAL EXPENSES	<u>13,373.87</u>	<u>13,373.87</u>	<u>440,666.93</u>
Excess Revenue Over Expenses	<u>(10,195.37)</u>	<u>(10,195.37)</u>	